

Service Area Plan

Department of General Services

Parking Facilities Management (74105)

Service Area Background Information

Service Area Description

The Bureau of Facilities Management/Parking Services Section provides convenient, safe, clean and structurally sound parking facilities for officers, employees and contractors to park their vehicles at a low reasonable cost in the Capitol Area Complex in the Richmond metropolitan area.

Service Area Alignment to Mission

The Bureau of Facilities Management/Parking Services Section's mission is to provide state agencies' officers, employees and contractors who occupy DGS owned and managed buildings, parking spaces convenient to their work place at a below market rate. This enables tenant agencies to improve their business processes by the ability to offer low cost convenient parking to employees, potential employees, visitors and contractors doing business in the downtown area.

Service Area Statutory Authority

§ 2.2-1172 of the Code of Virginia authorizes Department of General Services, Division of Engineering and Buildings, with the approval of the Governor, to utilize any property owned by the Commonwealth and located in the Richmond metropolitan area for the purpose of providing parking facilities for officers and employees of the Commonwealth.

§4-6.0.4c of the Acts of Assembly (Appropriations Act) authorizes the Department of General Services to charge agencies and agencies' employees for use of the parking spaces in state-owned facilities in the Richmond metropolitan area. Revenues received shall be used for payment of costs for the provision of vehicle parking spaces as determined by the Governor.

Service Area Customer Base

Customer(s)	Served	Potential
Agencies' visitor parking (daily) Mthly Avg Potential unknown	80	
Legislature	140	140
Month to month non-state employees (contractors and contractual obligations)	180	300
State employees & contract employees in Capitol Square Complex	5,520	7,500

Anticipated Changes In Service Area Customer Base

There is a potential for the customer base to increase with the prospect of increased tourist visitation to the newly renovated and expanded State Capitol Building.

Service Area Partners

The City of Richmond

The Department of General Services has a Condominium Lease Agreement with the City of Richmond for 4th and Leigh Street parking deck and will soon have a thirty (30) year lease agreement for parking spaces at the 14th Street parking deck.

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Service Area Products and Services

- Provide parking spaces to agencies' employees, contractors and visitors within Capitol Square Complex.
- Maintain, operate and secure state owned parking facilities.
- Manage parking facilities improvement projects.
- Establish and manage operating budget for Parking Program.
- Provide and manage identification and building access cards for employees and contractors of tenant agencies at the seat of government.
- Provide identification cards for state agencies' employees in the metropolitan Richmond area. Manage and maintain the Capitol Area Complex building access system.

Factors Impacting Service Area Products and Services

With an anticipated increase in population within the Capitol Square Complex due to agencies occupying the newly renovated buildings, the purchase, construction or renovation of existing state owned parking facilities in the vicinity of these buildings may be necessary to provide convenient permanent parking spaces to meet the needs of the new tenant agencies' employees.

Recent closings of public parking facilities in the Capitol Square Complex area will impact the possibility of retaining temporary parking for employees displaced during Legislative Sessions.

Anticipated Changes To Service Area Products and Services

It is anticipated that temporary parking provided to state employees during Legislative Sessions may be significantly reduced due to the increased demand for public parking in and around the Capitol Square Complex in part due to state, federal, and city construction activities in the area. In addition, the continued elimination of parking on the Capitol Square grounds will further challenge the available parking resources making parking spaces a priority issue for the legislature during General Assembly sessions.

Service Area Financial Summary

Parking fees collected support the maintenance and operations, management and debt service expenses incurred from the state-owned parking facilities.

	<u>Fiscal Year 2007</u>		<u>Fiscal Year 2008</u>	
	General Fund	Nongeneral Fund	General Fund	Nongeneral Fund
Base Budget	\$0	\$2,816,357	\$0	\$2,816,357
Changes To Base	\$0	\$7,000	\$0	\$7,000
SERVICE AREA TOTAL	\$0	\$2,823,357	\$0	\$2,823,357

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Service Area Objectives, Measures, and Strategies

Objective 74105.01

Provide convenient, safe, clean and structurally sound parking facilities for tenant agencies' officers, employees and contractors to park their vehicles in parking facilities reasonably close to their work place in the Capitol Area Complex.

Within the Capitol Square Complex, state tenant agencies have moved or are in the process of moving from one DGS owned and managed building to another. Agencies have increased staff through the process of filling new positions and/or increasing space utilization at their assigned building locations. As a result, the need for additional parking and changes in the location of parking assignments is evolving on the Complex.

This objective will focus on re-aligning agencies' parking assignments with other agencies in the effort to provide parking spaces closer to each agency's workplace. Consideration will be given to using the new 14th Street parking deck as a resource for additional parking spaces that can be used to accommodate increased parking demands of the tenant agencies.

This Objective Supports the Following Agency Goals:

- Improve our customers' business processes
- Provide cost effective and efficient services

This Objective Has The Following Measure(s):

- **Measure 74105.01.01**

The allocation of DGS parking resources.

Measure Type: Outcome **Measure Frequency:** Annually

Measure Baseline: Baseline will be established using FY05 data provided by agencies. The local business community will be surveyed to determine the prevailing strategies in which employers make parking available to their employees.

Measure Target: Provide parking in accordance with the approved Capitol Square Complex masterplan. Achieve approximately 70% parking assignment of total parking requests of tenant agencies.

Measure Source and Calculation:

The source of information will be determined through a survey of customers and use of the DGS parking assignment data base. Data to be captured will include total parking assignments, total requests for parking assignments, and total tenant population.

The calculation is to divide the annual estimated tenant population into the total annual parking request to determine the actual percentage of parking assignments compared to total parking requests.

Objective 74105.01 Has the Following Strategies:

- Evaluate individual tenant agencies' parking locations in relation to work place locations. Adjust parking assignments where practical to locate parking as close as feasible to agency location.
- Increase parking allocations where practical to meet the goals and objectives of the approved master plan.

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- Use when possible the new 14th Street parking deck to relocate parkers and increase parking assignments.